

Office of Community Services (OCS)

Department of Labor and Industrial Relations State of Hawaii

Reimbursement Request Instructions

Grant-In-Aids

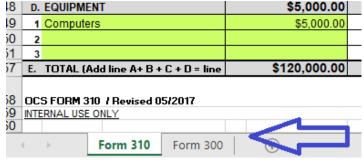
Periodic Fiscal and Program reports are due to OCS on a quarterly basis. You can find your report due dates in Attachment 1, "Scope of Performance" of your contract.

Even if you do not have any expenses during a reporting period, you still need to submit Form 300/310 (\$0), and your Progress report, explaining why there were no expenses during this time period and what you are doing to meet your project goals.

Tips: Expenses incurred outside of the contract period will not be reimbursed. Order dates, invoice dates, and payment dates must lie within the reporting period.

Overview:

- 1. Fill out Fiscal Forms 300 and 310.
 - Fill out form 310 first, that data will be transferred to form 300 automatically.
 - Do not modify any green cells. Green cells should match the information indicated in the contract. Only modify yellow cells.
 - Use these forms throughout the life of your contract.
 - Switch between 300 and 310 by selecting the appropriate tab at the bottom of the sheet



- 2. Fill out Reimbursement Ledger.
- 3. Compile and submit all supporting documents. This includes invoices, timesheets, receipts, etc. along with proof of payment documents, such as check copies or bank statements.
- 4. Fill out the Progress Report.
- 5. Submit everything to your Program Specialist.

Form 310

- 1. Input the dates for the period, this report covers in box #7 "PERIOD COVERED BY THIS REPORT". If this is the final report you are submitting, check "FINAL REPORT"
- 2. Select the quarter this report covers, using the drop-down arrow of the yellow box.
- 3. Input your expenses per quarter by budget line item in the appropriate QUARTER EXPENSES column.
- 4. Save, submit 310 as both an excel spreadsheet and a pdf to your Program Specialist.

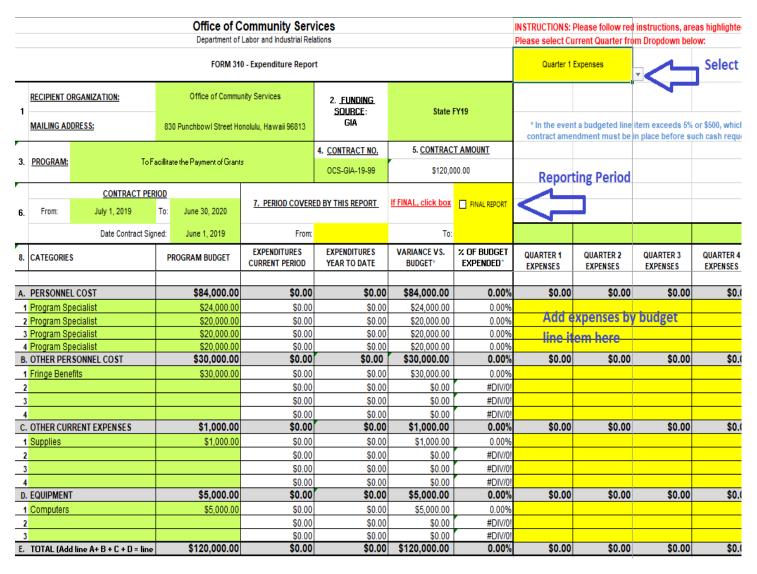


Figure 1: Form 310

Form 300

- 1. Ensure all information is correct. The information is pulled from Form 310.
- 2. Print, sign and date.
- 3. If this is the final report you are submitting, check FINAL REPORT
- 4. Save, submit 300 as a pdf (with date and signature) to your Program Specialist.

Office of Community Services Department of Labor and Industrial Relations										
	FORM 300 - Cash Report									
_	RECIPIENT ORGANIZATION: Office of Community Services				Services					
1.	MAILING ADD	DDRESS: 830 Punchbowl Street Hon			lu, Hawaii 96813	2. FUNDING SOURCE: GIA	State FY19			
3.	PROGRAM:	AM: To Facillitate the Payment of Grants				4. CONTRACT NO.		5. CONTRACT AMOUNT		
						OCS-GIA-19-99	\$120,000.00		16.65115-1-1	
6.		CONTRACT PERIOD				7. PERIOD COVERED BY THIS REPORT			If final, click box	
	From:	July 1, 2019	To:	June 30, 2020		If FINAL, click	box	☐ FINAL REPORT		
		Date Contract Sign	ned:	June 1, 2019	From:	January 0, 1900	To:	January 0, 1900	7	
	CER	TFICATION: I certify to	the bes	st of my knowledge and	belief that this re	ocuments must be atta eport and supporting documen ant or agreement, and reflect	nts are			
				<u> </u>						
Authorized Signature						Print Name Date Report Submitted		Date Report Submitted	7	
_		Sign and Date								
Signature - Program Specialist Date										
Signature - Fiscal Section						Date				

Figure 2: Form 300

Reimbursement Ledger

The ledger helps OCS match your supporting documents and proof of payment to the expenses claimed.

- 1. Select which quarter you are reporting on. Each quarter will have a its own ledger tab at the bottom.
- 2. Only modify the yellow cells. List expenses per supporting document, e.g. invoice, receipt. Selections for "Form 310 Budget Line" column are made via drop down and this should be reflective of the line items in the budget in your contract. To add more lines, click "+" on the left of your screen.
- 3. "QUARTER TOTAL" and budget line item subtotals must match up with Form 300 & 310.
- 4. Save and submit to your Program Specialist.

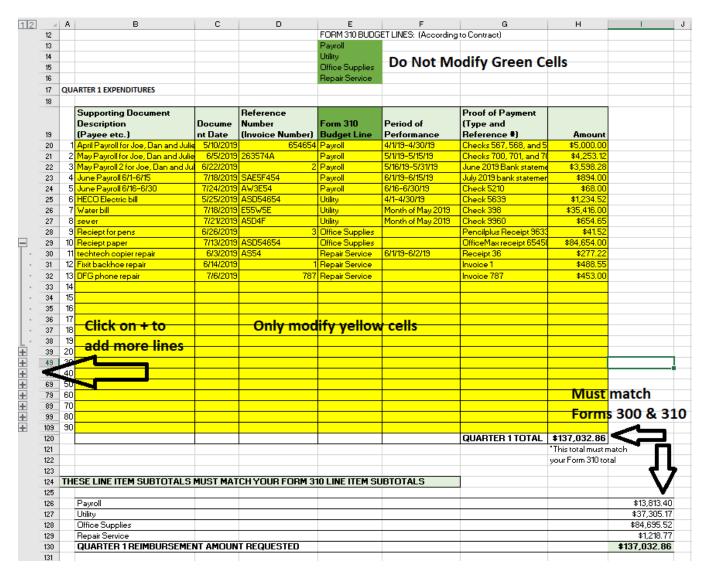


Figure 3: Example of Ledger

Program Report

- 1. Insert your information at the top
- 2. Answer the questions—estimated percentage of completion; major activities, highlights and achievements; and any difficulties or challenges.
- 3. Save and submit to your Program Specialist. (Note: you may use your own template for Program reports, but questions included on OCS' form, must be answered).

Processing

- 1. Your program specialist will review forms 300 & 310, ledger, supporting documents, and program reports.
- 2. If errors are found, your Program Specialist will work with you to rectify the errors and/or obtain additional documentation. A revised form 300 & 310 and/or ledger may be required.
- 3. Your Program Specialist will submit your forms to OCS' Fiscal Office for further processing. A check will be mailed to the address listed on Form 300 once it has been approved.